**Superintendent/ERD**

**NORMS**

**July 30, 2013**

**Procedural**

1. Begin and end on time
2. Cell phones silent
3. Regularly scheduled meetings, same place, same time (reschedule only for significant conflict)
4. Focus on an established agenda items, create a parking lot for other topics which arise
5. Agenda and relevant documents disseminated prior to the meeting at least 48 hours in advance
6. Dedicate and assign time in the agenda for burning issues
7. Keep notes reflecting decisions made, responsibilities assigned, and due dates
8. In agenda, assign time to review meeting notes, assignments, and due dates
9. In agenda, assign time for a plus/delta on norms and other
10. During the workday, answer calls from Alex or respond ASAP

**Interpersonal**

1. Follow through on items agreed to
2. Seek first to understand, then be understood
3. Communicate positive regard, caring, and respect
4. Collaborate
5. Contribute creatively and productively
6. Give focused, meaningful feedback
7. Keep the roles and responsibilities of colleagues in mind

**How will we respond when norms are not followed?**

1. Review norms regularly, weekly for the first month
2. Give focused, meaningful feedback
3. Plus/Delta

**RECIPROCAL COMMITMENTS**

**July 30 and 31, 2013**

**Commitments from Superintendent to ERD**

* Patience with our practice and work through the process, especially agendas – stay focused and know that we will get to topics or opportunity for “other” issues
* Allow us to focus on the initiatives that we are working on and allow us to do them well before adding more initiatives
* Be the voice of PLC in the district
* Don’t’ allow some people to “opt out of” or “hijack” the PLC process
* As things surface, we communicate with one another

**Commitments from ERD to Superintendent**

* Keep me up to date and informed
* Be honest and trustworthy
* Lead courageously, make difficult decisions
* Be on time to meetings, communicate the same expectation to principals
* Principal evaluations – be clear with expectations and make sure they are meeting them, if not, put it in writing
* Once five year plan is established, carry out five year plan to the nth degree: bring it up with principals regularly, principals bring it up with staff regularly – repetition - no question where the district is going
* Stay on course – look beyond what we are doing everyday to the future for continuous improvement